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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

National Intelligence Officers

5 January 1977

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MEMORANDUM FOR: [REDACTED]
Administrative Officer, DCI

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FROM : [REDACTED]
Executive Officer, DCI/NI

SUBJECT : Information Relating to Space Occupancy and
Location

1. The National Intelligence staff, and particularly the D/DCI/NI, must be in close physical proximity to the DCI. According to the criteria in your memorandum of 27 December 1976:

a. As the principal substantive staff officers of the DCI, the National Intelligence Officers must have ready access to the DCI. The D/DCI/NI attends the DCI's morning staff meetings and is often asked to come to the DCI's office several times a day. The NI0s are also summoned with some frequency, though less often.

b. The National Intelligence Officers are the DCI's staff agents for the production of Alert Memoranda when crises loom. Once a crisis has officially been recognized, the NI0s have a variety of roles to play, including providing primary staff support to the DCI in his dealings with such Executive crisis management bodies as the Washington Special Action Group and giving overall guidance to National Intelligence Crisis Task Forces.

c. The NI0s are the supervisors of all national intelligence production, save current intelligence. This production is of paramount interest at the Executive level.

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d. The National Intelligence staff is completely dependent on the O/DCI for its administrative, security, and logistic support. It is further totally dependent on the DDI's printing services for the reproduction of National Intelligence Estimates and a variety of other products it supervises. It relies totally on the graphics services of the DDI for the full range of this production.

e. In addition to the "functional interfaces" cited in the paragraph above, the National Intelligence staff relies importantly on the analytical offices of the DDI. Most importantly, the NI staff draw heavily on the analysts of the DDI to draft the national intelligence products they supervise. In addition, however, DDI analysts supply the NI staff with a wide variety of analytical services, such as alerting NI staff to particularly important pieces of arriving raw intelligence, supplying analytical judgments at short notice on an ad hoc basis, and participating in a wide variety of substantive discussions and meetings convened under NI auspices.

f. The NI staff has no special physical or personnel security requirements.

g. Although no serious estimates have been made of what it would cost to duplicate for the exclusive use of the National Intelligence staff the services it currently receives from the O/DCI and the Directorates of CIA particularly the DDI clearly the staff would have to grow very substantially in personnel and spend additional tens of millions of dollars to function effectively at a location other than CIA Headquarters.

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Distribution:

Original - Addressee

1 - D/DCI/NI

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